



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Bishop Henry Whipple Federal Building  
1 Federal Drive  
Fort Snelling, MN 55111-4056

IN REPLY REFER TO:

REGIONAL DIRECTOR'S ORDER NO. 22

SUBJECT: Policy Statement on Sexual Harassment in the U.S. Fish and Wildlife Service

Sec. 1 PURPOSE. This order establishes Regional policy prohibiting sexual harassment of and by its employees in any form, and gives guidance and procedures by which allegations of sexual harassment may be filed.

Sec. 2 SCOPE. This order applies to all offices and field stations in Region 3.

Sec. 3 DEFINITION. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical behaviors of a sexual nature which result in discrimination and/or an intimidating or hostile work environment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, as amended, and a prohibited personnel practice outlined in provisions of the Civil Service Reform Act of 1978. Examples of sexual harassment include, but are not limited to, the following:

- a. Physical conduct: Unwelcome touching, standing too close, inappropriate or threatening staring or glaring, obscene, threatening, or offensive gestures.
- b. Verbal or written conduct: Inappropriate references to body parts, derogatory or demeaning comments, jokes, or personal questions; sexual innuendoes; obscene letters or telephone calls, including cc:mail messages; catcalls; whistles; and sexually suggestive sounds.
- c. Visual or symbolic conduct: Display of nude pictures, scantily-clad, or offensively-clad people; display of offensive, threatening, demeaning, or derogatory drawings, cartoons, or other graphics; offensive T-shirts, coffee mugs, bumper stickers, or other articles.

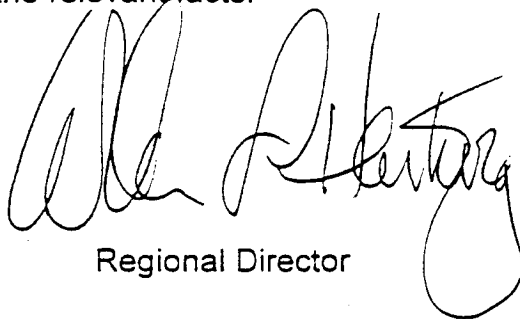
Sec. 4 PROCEDURES. Employees who believe they are being sexually harassed have several ways to make their concerns known:

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- a. If the employee feels comfortable in doing so, he/she may inform a person that his/her behavior is offensive and unwelcome, as well as against the policy on sexual harassment and the Civil Rights Act.
- b. The employee may choose to discuss the situation with his/her supervisor.
- c. Should the employee prefer, he or she should, within 45 calendar days of the date of the alleged behavior, contact an Equal Employment Opportunity (EEO) Counselor. Names and phone numbers of EEO Counselors are posted in each office and field station. They are also available from the Office of Human Resources at (612) 725-3300.

Sec. 5      RESPONSIBILITIES:      Each of us has a responsibility for creating and sustaining a harassment-free work environment. Managers and supervisors are responsible for implementing and discussing this policy with their staffs on a quarterly basis, and will ensure that all employees have the opportunity to pursue careers in an environment free from harassment. All Service employees are guaranteed protection from sexual harassment, both on and off the work site, and while on travel status.

Any violation of this policy shall be grounds for discipline and/or adverse action in accordance with the Table of Penalties found in Chapter 2 of Part 227 of the Fish and Wildlife Manual. The specific penalty to be imposed shall be determined on a case-by-case basis after careful review of the relevant facts.



Regional Director

Date: JUN 16 1997